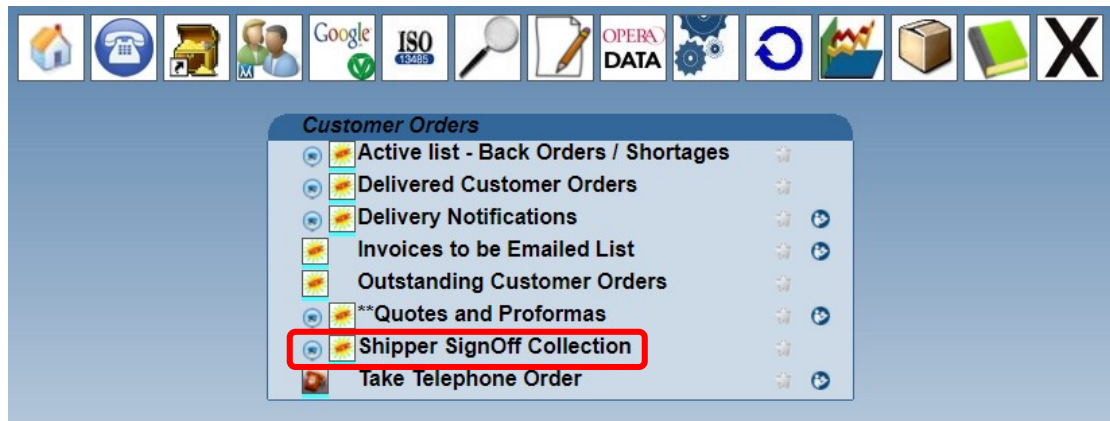


VM3COP20.26 - Sending Delivery Notifications

Shippers Have Collected

Before shipping notifications can be sent, shipments need to be moved from the “Shippers Have Collected” list.

This list can be found from IntraStats, click on the “Opera Data” icon and click on “Shipper SignOff Collection”.



In this list you will find all shipments which have been invoiced and are awaiting collection by our couriers.

You can move all shipments for Royal Mail or UPS.

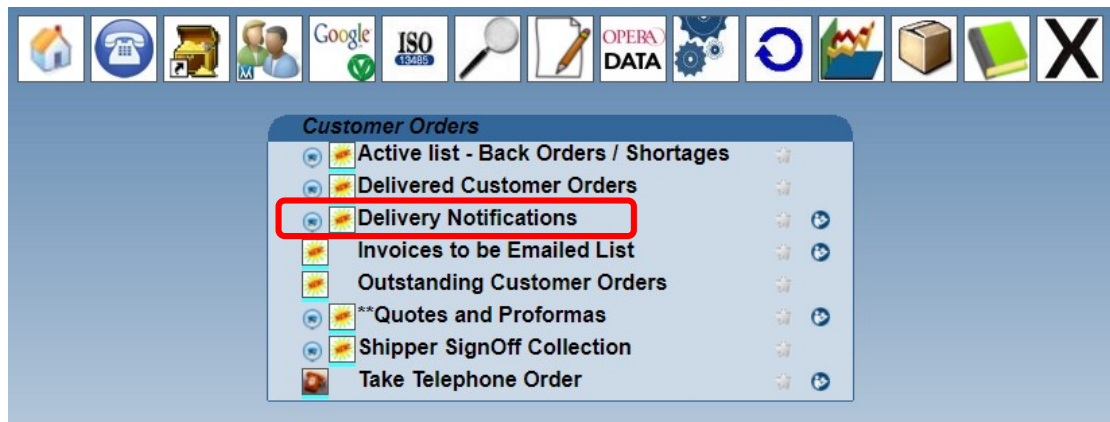
NOTE: Only move shipments for other couriers when confirmation is received from goods out that the shipment has been collected. Any shipments which have been there for a few days need to be chased with goods out.

REMEMBER you NEED to change the FROM address if using the PREP link							
Host	Reference	Date Packed	Contact	Email	Company/Hospital	Tracking Number	Boxes
M	DVM135533-1 RVM135533-1 A/220039	21Mar2022	Leonor Jimenez	administracion@prhoinsa.com	Proyectos Hospitalarios	Fedex 776248530491	1
M	DVM135647-1 RVM135647-1 ST/220017	21Mar2022	Leonor Jimenez	administracion@prhoinsa.com	Proyectos Hospitalarios	Fedex 776248530491	1
M	DVM136042-1 RVM136042-1 BL/220117	22Mar2022	Ellen Goris	ellen@medicalessentials.be	Medical Essentials BVBA	TNT 284028165	1
M	DVM136055-1 RVM136055-1 0000627305	22Mar2022	Tom Worthy	legan@seaward.com	Seaward Group	UPS 1Z9W9636878483498	1

By clicking the “Delivery has been picked up by ***”, moves the shipment to the “Sending Delivery Notifications” page.

Sending Delivery Notifications

From IntraStats, click on the “Opera Data” icon and click on “Delivery Notifications”.



Select the Host Company “Viamed Ltd.”



You will be presented with a list of orders which have been shipped.

Viamed									
REMEMBER you NEED to change the FROM address if using the PREP link									
Host	Reference	Date Packed	Contact	Email	Company/Hospital	Tracking Number	Boxes	Prep Gmail	Sent
M	DVM135665-1 RTHN400128570	22Mar2022	Maciej Mroczek	maciej.mroczek@ouh.nhs.uk	John Radcliffe Hospital	UPS 1Z9W96386842866561	1	catrin.hollings@viamed.co.uk Email & Attach DVM135665-1	Remove From List
M	DVM135693-1 FC28997	22Mar2022	Tracey Ingram	tracey.ingram@ngh.nhs.uk	Northampton General Hospital	Royal Mail NL577542015GB	1	catrin.hollings@viamed.co.uk Email & Attach DVM135693-1	Remove From List
M	DVM135711-1 090056965	22Mar2022	Supplies	supplies@mcht.nhs.uk	Leighton Hospital	UPS 1Z9W96386876450679	1	catrin.hollings@viamed.co.uk Email & Attach DVM135711-1	Remove From List
M	DVM135812-1 980538705	22Mar2022	Tracy Tomkinson	tracy.tomkinson@mcht.nhs.uk	Leighton Hospital	UPS 1Z9W96386877294882	1	catrin.hollings@viamed.co.uk Email & Attach DVM135812-1	Remove From List
M	DVM135913-1 110320222SL	22Mar2022	Robi Erwin	sbakalibrasi@gmail.com	PT.Suria Berkab Abadi	UPS 1Z9W96380477174863	1	catrin.hollings@viamed.co.uk Email & Attach DVM135913-1	Remove From List
M	DVM136047-1 1377787	22Mar2022	Procurement	procurement.tsdt@nhs.net	Torbay And South Devon NHS	Royal Mail NL577542029GB	1	catrin.hollings@viamed.co.uk Email & Attach DVM136047-1	Remove From List
M	DVM136050-1 7389	22Mar2022	Lisa Vickers	info@medivent.ie	Medivent Ltd (Euro)	UPS 1Z9W96386876731455	1	catrin.hollings@viamed.co.uk Email & Attach DVM136050-1	Remove From List



Locate orders with a tracking number and associated email address, download copies of the delivery note and invoice by clicking the arrow button to the left of the references.

Click “Email”.

Note: Should you receive a blank screen when clicking this link, you may not have the relevant extension in your browser. If using Google Chrome please add the following extension and refresh the Shipping page before attempting again.

Google Chrome Mail to Extension:

<https://chrome.google.com/webstore/detail/mailto-for-gmail/dgkkmcknielgdhebimdnfahpipajcpjn?hl=en-GB>

	DVM135533-1 RVW135533-1 A/220035	21Mar2022	Leonor Jimenez	administracion@prhoinsa.com	Proyectos Hospitalarios	Fedex 776348533481	1	catrin.hollings@viamed.co.uk Email: DVM135533-1	Remove From List
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Gmail will open and prepare an email for you. Ensure the courier is inserted in the subject line, add if not.

Viamed Order Royal Mail Delivery Tracking KX793452486GB

malcolm.brenkley@inspiration-healthcare.com

Viamed Order Royal Mail Delivery Tracking KX793452486GB

Dear Malcolm Brenkley,

I am writing to inform you that your order SRS65402 has been dispatched.

Please do not hesitate to contact me if I can be of assistance.

Kind regards

Katie Evans
<http://www.viamed.co.uk>
Email: katie.evans@viamed.co.uk
Alternate email: katie.evans@viamed.me.uk
Tel: +44 (0)1535 634542
Fax: +44 (0)1535 635682

Sign up to our mailing list, go to www.viamed.co.uk/sign-up.

Skype: [viamed.katie.evans](#)

Twitter: twitter.com/ViamedLtd
Facebook Page: facebook.com/ViamedLtdUK

Company registered in England, No. 01291765.

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If you feel you have received this email in error or would like to be removed from our mailing list, please reply with delete in the subject line or call +44 (0)1535 634542

Send

Check all details carefully and personalise where required.

Attach copies of delivery note and invoice – do not send invoices to UK hospitals, just delivery notes.

Copy and paste the signature from your Gmail account and insert at the bottom, when the email has been prepared, click “Send”.

Return to the Delivery Notifications screen and click “Remove from List” next to the appropriate order. This order will then be removed from the screen.



Orders without email addresses

M	DVM136050-1 RVM136050-1 7389	22Mar2022	Lisa Vickers		Medivent Ltd (Euro)	UPS 1Z9W95386876731455	1	catrin.hollings@viamed.co.uk Email DVM136050-1	Remove From List
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For orders where there is not an email address, one must be located. These are often found on purchase orders, you will need to locate this by searching the delivery note, invoice number or customer reference in the search bar at the top right of your Intrastats screen.

Customer Orders ▾

RVM135665-1

Click the “Original Details” green button and locate the customer order in the “Customer Order PDF” section.

Once the email address has been located, click on the search dropdown and select “Contacts” and input the company or contacts name into the box.

Contacts ▾

Medivent

Click on the correct account name or CID number. The company highlighted in green is the one which has been used most recently.

M	CID4729 / 00007374	Contacts #9	Medivent Ltd (Euro)	Dublin	0035 316 280338	Company Distributor	Credit Credit Cr
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Click on the contact’s name.

Click the edit details icon.



Locate the “Primary Email” field and enter the email address.

Primary Email +

info@medivent.ie

If any further information is written on the purchase order, such as a direct telephone number, enter these details. Click “Update” to save.

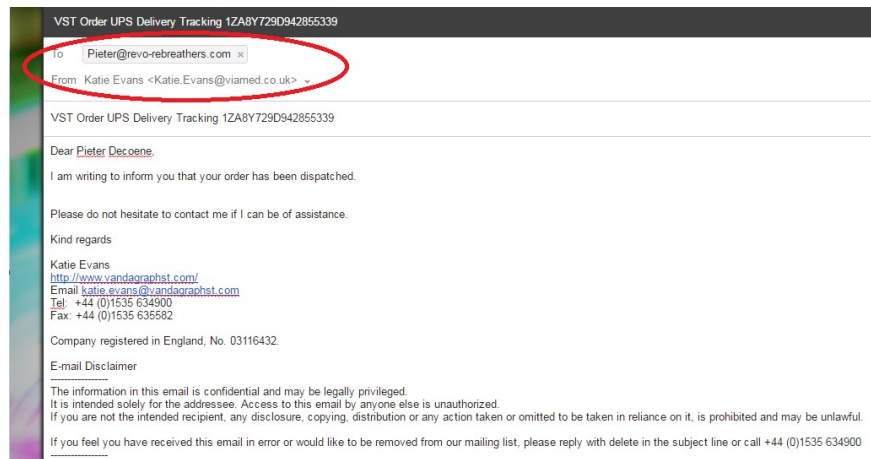
UPDATE

Return to the “Delivery Notifications” page and follow the steps at the beginning of this document.

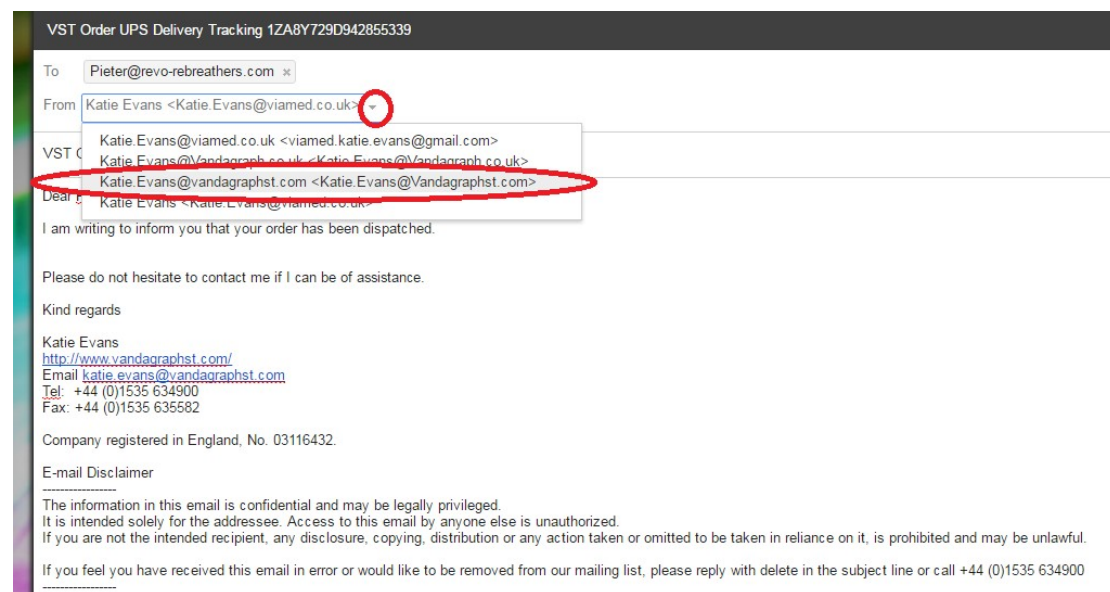
VST and HumanMed Delivery Notifications

For VST and HumanMed delivery notifications, proceed as with Viamed but select the relevant host company. Ensure when sending the email, that you change the email address from which you are sending.

To do this, when Gmail opens, click on the recipients email address, the “To:” and “From:” fields will be visible.



Click on the downward arrow next to your email address and select your VST or HumanMed email address. If you do not have these options, speak to Derek Lamb.



Ensure you have inserted your VST / HumanMed signature and proceed as per above Viamed procedure.